

4/9/52

## RULES FOR USE OF SHAW ROOM

*The Shaw Room is available for use by local groups of people subject to the following Rules and Regulations:-*

1. Application must be made to the Librarian at least three days prior to intended use, and purpose of use must be stated.
2. Key can be obtained from the Librarian at the Library during regular library hours only.
3. Room must be completely cleaned and all articles brought to the room, as well as any rubbish, removed not later than 10 A. M. after last occupation, and not later than 9 A. M. if room is in use by others for succeeding day.
4. If room is not properly cleaned a charge of \$2.00 will be made for cleaning by Library janitor.
5. Library is not responsible for any articles left in the Shaw Room and any such articles may be removed by the Library.
6. Users of Shaw Room shall be responsible for any damage caused by fire.
7. In case of any questions as to use or as to violation of Rules, Librarian may be asked to refer such question to the Trustees whose decision shall be final and binding upon all users.
8. Any violation of these Rules and Regulations, or failure to fulfill obligations thereunder, shall be cause for refusal to permit an organization to have further use of the room.
9. These Regulations are subject to change by the Trustees without notice, but copy of latest Rules and Regulations will be posted in the Library, and any one asking for use of the Shaw Room will be conclusively presumed to have read the Rules and Regulations at the time the request was granted.

*The Trustees desire to make the Shaw Room available for use of worthy Town activities as generously as possible but must insist upon proper consideration of the fact that the use of the building as a Library is the primary purpose and that any other use is a favor and should be so considered by the users.*





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## RULES FOR THE USE OF THE FRANCIS SHAW ROOM

THE FRANCIS SHAW ROOM MAY BE USED FOR ANY PUBLIC OR CIVIC ORGANIZATION WITHOUT CHARGE EXCEPT TO COVER EXTRA EXPENSES CAUSED TO THE LIBRARY. EXTRA JANITOR SERVICE MUST BE PAID FOR. LIGHT, HEAT AND ORDINARY JANITOR SERVICE ARE PROVIDED.

WITHOUT SPECIAL ARRANGEMENTS THE USE OF THE ROOM IS LIMITED TO THE HOURS DURING WHICH THE LIBRARY IS OPEN TO PUBLIC USE.

MEETINGS SHOULD NOT INTERFERE WITH THE QUIET DEMANDED IN A LIBRARY BUILDING.

ORGANIZATIONS DESIRING TO CONTINUE MEETINGS AFTER THE LIBRARY CLOSING HOUR, SHOULD MAKE ARRANGEMENTS IN ADVANCE, AND COMPENSATE THE JANITOR AS NECESSARY.

ALL APPLICATIONS FOR THE USE OF THE ROOM SHOULD BE MADE TO THE LIBRARIAN, MRS. CURRIE. PHONE WAYLAND 152.

MATTERS OF POLICY OR INTERPRETATION OF RULES SHALL BE REFERRED TO THE BOARD OF TRUSTEES.

ANY CANCELLATIONS OF ARRANGEMENTS FOR USE OF THE ROOM SHOULD BE PROMPTLY REPORTED TO THE LIBRARIAN.

FOR FURTHER INFORMATION OR SPECIAL REQUESTS, CALL MRS. CURRIE.

### NEW LIBRARY HOURS

THE LIBRARY WILL BE OPEN EACH WEEK DAY EXCEPT THURSDAY, NOT INCLUDING HOLIDAYS. HOURS: MONDAY, WEDNESDAY AND FRIDAY 10-1, 2-6, 7-8:30. TUESDAY 10-1, 2-6. SATURDAY 10-1, 2-5. CLOSED EVERY THURSDAY.





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